



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

SPED 04-10

M E M O R A N D U M

TO: Administrators of Newly Chartered Schools

FROM: Lynn Busenbark, Ph.D.
Director of Program Support
Exceptional Student Services

RE: Special Education Training for Newly Chartered Schools

In Arizona, all local educational agencies, including charter schools, are to have in place a program to meet the needs of children with disabilities. In order to assist you in designing an appropriate program, the Arizona Department of Education (ADE), Exceptional Student Services (ESS) Unit, will provide training on June 10, 2004, at ADE, located at 1535 W Jefferson, Room 417, Phoenix, AZ. As a support to these one-day trainings, a mentor program is available to assist you with your program development. If your school does not attend this training, the school will be monitored for special education compliance during its first year of operation. This training is required by the Charter Board prior to signing your contract.

The one-day training for charter holders will provide information related to the following:

- ✓ The Individuals with Disabilities Education Act (IDEA '97)
- ✓ Federal and state laws and regulations related to the provision of service to students with disabilities
- ✓ The development of state required policies and procedures related to special education
- ✓ The documentation requirements of the special education process
- ✓ Administrative systems which will provide appropriate program oversight
- ✓ The six-year monitoring system conducted by the Arizona Department of Education
- ✓ Procedures and mechanisms for capturing federal and state funds
- ✓ The ADE/ESS Charter School Mentoring Program, which may only be accessed through participation in this training

The training session will accommodate representatives from new charter schools that will be operational in the fall of 2004. Only two people from each school will be allowed to attend. One of those must be the person who is legally and fiscally responsible for the operation of the school. The registration fee is \$20.00 per person. Lunch will be provided.

To register for a training session, contact Clara Berg at 602-542-4831 by **May 15, 2004**. You will need to provide, names of attendees (2) and to verify school contact information.